2010

STIClassroom Companion

User Manual

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This document was last modified on February 9, 2010. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

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Overview

Introduction

STIClassroom Companion, a supplement to the STIClassroom Win application, is designed to enable classroom teachers to perform a wide range of required record-keeping tasks at home, thereby freeing up more time to work with students at school.

The program offers the following features:

- Entering grades for activities such as tests, homework, projects, etc.
- Editing previously entered grades.
- Creating comments for progress reports.
- Creating/Editing Lesson Plans.
- Viewing student schedules, demographics, and discipline information.
- Updating school/home records via diskette.
- Downloading program updates from the Web.

Additionally, STIClassroom Companion offers the user the option to generate diverse reports, such as lesson plans for a specified date range or individual student progress reports. The Teacher Grade Book itself may also be printed from STIClassroom Companion, for those wishing to keep an extra copy of the Grade Book at home.

Whether a teacher needs to call a parent, view current averages for all students, or update student averages, STIClassroom Companion can meet the need.

Installation and Setup

Completing the Registration Form

After purchasing a license for the STIClassroom Companion, the teacher will receive a form from STI requesting the following information:

- School Name;
- Teacher Name; and
- Teacher Number from the STIOffice application.

The completed form should be returned to STI. STI will then use that information to assign a registration code to the teacher. Next the teacher will receive a Registration Code and Password from STI. The teacher will need the following information to install the Take Home software:

- Teacher Number from STIOffice;
- Registration Code (furnished by STI); and
- Installation Password (furnished by STI).

Downloading the Software

Important Note: Throughout these instructions you are asked to use 3 ½ floppy diskettes. Be aware that newer computers may not have a 3 ½ floppy drive. You have the option of using any media available to save the install software and the Take Home data. You could use such media as USB jump drives, CD's, etc. All three diskettes that are mentioned may be placed on one jump drive or one CD.

Two blank formatted diskettes (or other media if desired) will be needed for downloading the software installation files. Label the diskettes *Companion Install Disk 1* and *Companion Install Disk 2*. Then perform the following steps:

- Access the STIClassrom Companion software download page at the STI Web site, http://www.sti-k12.com/takehome. The two install files will be listed onscreen: **CRM32TH.EXE** and **CRM32TH.W02**.
- Click **Download File** for each install file, separately; save each file on a separate floppy disk or other media.
- After both files have been downloaded, close the download page.

Creating the Take Home Diskette

Before installing/using STIClassroom Companion at home, a third blank formatted diskette is needed to create a *Take Home* diskette from the STIClassroom Win program at school. Follow these steps to create the Take Home diskette:

- Label the diskette *STIClassroom Companion* or choose another descriptive title. Insert the diskette in the floppy drive of a school workstation that has STIClassroom Win installed.
- Log on to STIClassroom Win with the usual *User Code* and *Password*.
- In the opening screen, select the **TakeHome** menu item at the top of the screen.
- Click **Create Take Home Diskette**. A warning screen will appear.
  - Select the *Target*, which will generally be the letter designated for your floppy drive, either *A:* or *B:*, then click **OK**. Make sure a floppy diskette is inserted in the drive first!
  - If you wish to send the Takehome data to a different location, such as a USB jump drive or CD drive, select *Other* for the *Target* and click the **Ellipsis** button to navigate the correct *Path*.
- You may *Select a Specific Grading Period* from which lesson plan information will be drawn for exporting to disk. Leave this field blank to use all grading periods.
- Enter a date to *Export Plans From*. Typically, the current date, which appears by default, would be chosen here. Lesson plans will be exported from this date forward.
- As the disk is being created, various process bars will appear onscreen.
- When the procedure has finished, remove the diskette (or other media). This diskette will be used for any future transferal of data between the home computer and the classroom computer. Take all three diskettes home for installation of STIClassroom Companion.

Installing the Program on the Home Computer

Follow these steps to install STIClassroom Companion on the home computer:

- Insert the diskette labeled *Companion Install Disk 1* in the floppy drive.
- Double-click the **My Computer** icon on the desktop.
- Double-click the **3½ Floppy** icon.
- The file CRM32TH.EXE should be displayed. Double-click that file.
- At the next screen, click **OK**.
- At the next screen, click **OK** to select the default *Destination Directory* of *C:\CRMTH*.
- Enter the install password furnished by STI.
- After the first diskette has been installed, insert the second diskette labeled *Install Disk 2* when prompted and click **OK**.

- After the installation has been completed, a help file will appear onscreen. Click on **File** and **Print** if you wish to print the help file- which will require that you have a printer installed on your home. If you do not have a printer at home, you may save this file to diskette, then take it back to school and print a copy.
- Click the **X** in the top right corner to close the help screen. This completes the installation of the program.

Using STIClassroom Companion

Access

Opening the Program

Users familiar with STIClassroom Win will notice that STIClassroom Companion is organized in a slightly different manner. To open the program, click the Windows **Start** button in the lower left corner of the screen, choose **Programs**, and then select **SSTS2000 Classroom Module**.

Note: A *desktop shortcut* to STIClassroom Companion may be created by right-clicking and dragging the *Start* menu item onto a blank section of the desktop, then choosing **Create Shortcut Here**. This will eliminate the necessity of navigating through the Windows *Start* menu in the future.

Registration

A one-time registration procedure must be performed before STIClassroom Companion is ready for use.

The initial screen will ask for a *Teacher Number*. Enter the teacher number as assigned in STIOffice and press the *Tab* key. Then enter the *Registration Code* issued from STI and click **Register**.

If an error is displayed at this point, the teacher number or the registration code may have been changed. If this is the case, the program cannot be accessed. Contact STI support at 877-844-0884.

Importing Data

The next screen will display the prompt, *Are You Ready To Import Data From Your Diskette?* Insert the diskette labeled *Take Home* (the diskette created in STIClassroom Win at school) and click **Yes**.

On the next screen, enter the letter designating the floppy drive and click **OK**. A warning screen will be displayed with the statement *You are about to REPLACE your home data with school data*. Click **OK**. The data will begin importing.

When the import procedure has been completed, a message will prompt the user to restart the program. Click **OK** and STIClassroom Companion will close.

See the section *Transferring Data* below for further details on importing/exporting.

Signing On

Subsequent to the registration procedure, the user will be required to sign on to access the program.

As with STIClassroom Win at school, simply enter the *User Code* and press the *Tab* key. Then enter the *Password*, press the *Tab* key again and click **OK**. The *User Code* and *Password* used in STIClassroom Companion are identical to the *User Code* and *Password* used in STIClassroom Win at school.

Transferring Data

The Take Home diskette is used to transfer data back and forth from home to school; that is, from STIClassroom Win to STIClassroom Companion and back again. In the classroom, current data is copied from the school's file server to a floppy diskette. The diskette is then taken home so the data can be downloaded to the home computer. After all work has been completed at home, the newly modified data is copied back to the diskette to return to STIClassroom Companion for downloading.

Creating the Take Home diskette has been described above. Following are details of the three other steps in the data transfer process.

Read School Diskette (Importing Data at Home)

This option, located under the **TakeHome** drop-down menu at the top of the STIClassroom Companion screen, is essentially the same as *Importing Data* (see above), a step that must be performed before the program will run at all. Once the user is at the home computer with a current Take Home diskette inserted in the floppy drive, the following steps should be performed:

- Open STIClassroom Companion. Select the **TakeHome** menu.
- Choose **Read School Diskette**.
- Select the letter of the floppy diskette drive and click **OK**. A warning screen will be displayed with the statement, *You are about to REPLACE your home data with school data*. Click **OK**. The data will begin importing to the hard drive of the home computer.
- When the import procedure is complete, a message will prompt the user to restart the program. Click **OK** and STIClassroom Companion will close.

Create School Diskette (Exporting Data)

After all work has been completed in STIClassroom Companion, the data is ready to be moved back to STIClassroom Win. To create the School Diskette, do the following:

- Select the **TakeHome** menu and choose **Create School Diskette**. Make sure the Take Home diskette is inserted in the floppy diskette drive.
- Select the letter designating the floppy drive and click **OK**. A warning screen will be displayed with the statement *All Files On Diskette Will Be Erased!* Click **OK**. The data will be exported to the diskette.

Read Take Home Diskette (Importing Data at School)

Now the data modified in STIClassroom Companion is ready to be imported by STIClassroom Win back at school. To import this data at school, do the following:

- Select the **TakeHome** menu item and choose **Read Take Home Diskette**. Make sure the Take Home diskette is inserted in the floppy drive.
- Select the letter designating the floppy drive and click **OK**. A warning screen will be displayed with the statement *You are about to REPLACE your school data with home data*. Click **OK**.
- When the import procedure is complete, a message will prompt the user to restart the program. Click **OK**.

If a Take Home diskette is created in STIClassroom Win, the program will expect to view the modified data on the diskette before any applications are run again. If STIClassroom Win is opened and an attempt is made to edit data without importing the Take Home diskette first, a warning screen will appear with the statement *You have created a Takehome diskette without reading it back in on this computer!*

It is recommended that the user perform the **Read Take Home Diskette** process as the very first step upon opening STIClassroom Win.

A Note about Data Files

Each time data is saved onto a diskette, a data file is created. Files created in STIClassroom Win and STIClassroom Companion will have different extensions and are NOT interchangeable.

Note: The file created in STIClassroom Win is constructed to be read by STIClassroom Companion. The file created in STIClassroom Companion is constructed to be read by STIClassroom Win. In other words, the data on the Take Home diskette created in STIClassroom Win cannot be read in STIClassroom Win. The data on the diskette created in STIClassroom Companion cannot be read in STIClassroom Companion.

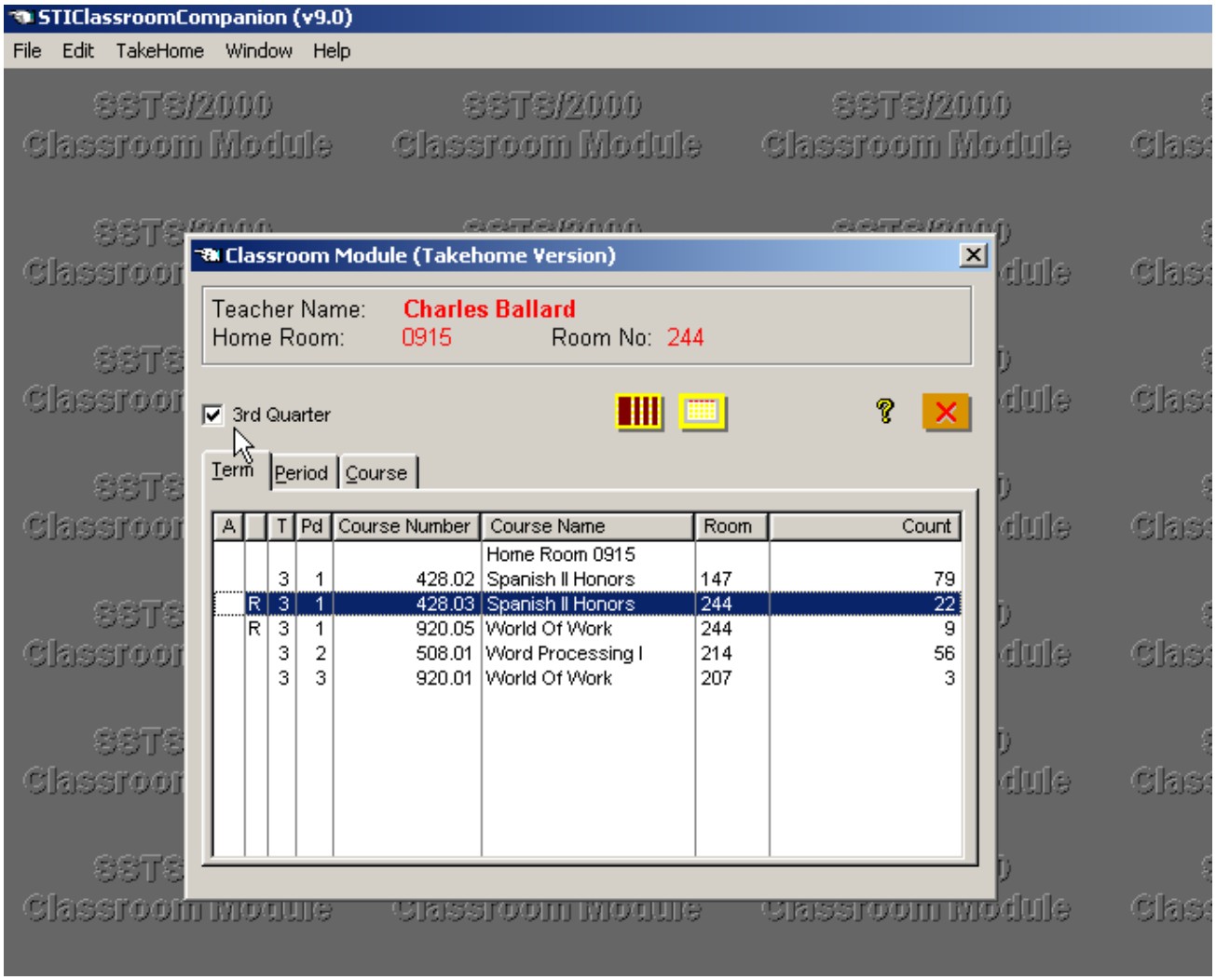
Once exported, the data on the Take Home diskette created in STIClassroom Win will have a file name such as *X####.zxh*, with *####* representing the user's teacher number. For example, if the teacher number is *1234*, the file created will be named *X1234.zxh*.

The file created in STIClassroom Companion for transferal to STIClassroom Win will have a file name such as *X####.zxs*, with *####* representing the user's teacher number.

If the wrong file is selected for import in either STIClassroom Companion or STIClassroom Win, an import error message such as *Import File Problem A:\X1234.zxh File Not Found* will be displayed.

STIClassroom Companion Desktop

The opening screen of STIClassroom Companion gives the teacher a view of his/her schedule and provides access to Teacher Grade Book and the Lesson Planner .


STIClassroomCompanion (v9.0)
File Edit TakeHome Window Help
SSTS/2000 Classroom Module
Classroom Module (Takehome Version)
Teacher Name: Charles Ballard
Home Room: 0915 Room No: 244
3rd Quarter
Term Period Course
A T Pd Course Number Course Name Room Count
Home Room 0915
3 1 428.02 Spanish II Honors 147 79
R 3 1 428.03 Spanish II Honors 244 22
R 3 1 920.05 World Of Work 244 9
3 2 508.01 Word Processing I 214 56
3 3 920.01 World Of Work 207 3

- **Teacher Information**: The teacher's *Name*, *Home Room* and *Room Number* are displayed at the top of the menu. If any information is incorrect, the office should be notified.
- **Term**: STIClassroom Companion defaults to the present term. Verify that the term selected is the proper one. Uncheck the box next to the term to display information for all terms. In the example shown above, the current term is called *3rd Quarter*; this could also appear as *3rd Nine Weeks*, *Quarter Three*, etc. This designation is drawn from the STIOffice System File.

Note: Be sure that all of the information in the window is correct. Contact STI Support if there are discrepancies.

- If *Day Codes* are in use (for example, schools using Alternating Day scheduling), the user may sort the display of courses according to day code by clicking the appropriate tab above the course list. Note that the room number and student count of each class is displayed.

Drop-down Menus

File

Here the user may exit the program or set up the printer. Click **Print Setup** to view or change printer routes, paper sizes and sources, and the print orientation.

Edit Menu

These features are used for cutting, copying and pasting text. This menu is inactive for most functions within STIClassroom Win/Companion.

TakeHome Menu

This drop-down menu is used to create or read school diskettes. See "Transferring Data" on page 6 for more information.

Window

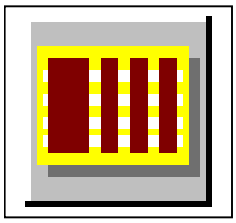
The *Window* menu item allows for opened windows to be displayed in cascade or tile format and for icons to be arranged. It will also list each open window.

Help

The *Help* items provide access to online Help and offers instructions about using Help.

The **About** item provides information about the application. Occasionally when problems arise, STI Support will ask that the user check this window to verify the location of the program or database, as well as the current file dates and versions for key files. The **Help | About** window is resizable.

Teacher Grade Book



The *Teacher Grade Book* utility is used to enter and track grades and class work details for the students. The utility may also be used to print progress reports, check on averages and mid-term grades, view student demographic data, etc. Read the instructions below for the many capabilities of this feature.

Select a class in the list and click the **Teacher Grade Book** icon to view the Grade Book for that class.

Using the Grade Book Menu

- **The menu is resizable**. To change the size, move the mouse to a corner until the standard mouse pointer icon turns into a two-way arrow icon. Click and hold down the mouse button, then drag the corner inward or outward until the menu is the correct size. This setting will be retained when Grade Book is opened in the future.
- **All columns in the Grade Book work area are also resizable**. Click on any column separator line and drag as described above to resize the column.
- **Icons**: Most of the Grade Book icons will remain inactive until the user clicks in a data entry column in the student/grade browse box below. Alternately, the user may right-click in any highlighted data entry column to select any of the functions that are available via the icons.
- **Students who have *Comments*** entered in their records will be listed in blue font.
- **Skills**: If Skills have been linked to the selected class in STIOffice, a field will appear in the middle of the *Grade Book* menu (just above the student list) that will allow the user to select a specific Skill from the drop-down list. Then the user may view students' averages and scores for any Activities that were linked to that Skill.
- **Demographic information** may be viewed for any student by double-clicking on the student's name.
- **Letter Grade Display**: If the scale being used has decimal ranges, the averages used to find letter grades will not be rounded.

Entering Scores/Grades for Activities

- Click in the column under the Activity for which grades are to be entered. All the grayed-out icons should become active.

- Click the (**Enter Scores Down This Column**) icon. The *Column Entry* menu will appear, with a roster of the students in the class. Make sure the correct *Activity* is listed onscreen.
- Place the cursor in the *New* column and enter the grade for the corresponding student and click the **Enter** key.
- To assign the same grade to all the students, type the grade for one student and click the **Fill** button, INSTEAD of clicking the **Enter** key. If there are any grades already displayed below the one selected, the user will be given the option to overwrite any of those values.
- To drop all scores that have been entered, click the **Drop** button. The scores will continue to be displayed onscreen, but an asterisk will indicate that they have been dropped.
- Click **Undrop** to undo the Drop procedure.
- Click **Save** when all grades have been entered.
- It is possible to edit grades that have been entered by performing all the steps above; however, the scores will now be listed in the *Current* column. Place the edited score in the *New* column and click **Save**.

Editing Grades for all Four Grading Methods

Double-clicking on a student's score will automatically take the teacher to **Edit**. Clicking twice on the date of an Activity automatically edits that Activity. The date is retained from the previous Activity edited. Clicking the *CTRL* key while in any field will copy the value from the previous Activity edited.

- Highlight the name and score of the student's grade to be edited.
- Click the (**Edit Selected Score**) icon. The *Score Edit* menu for that student will appear.
- Enter the new grade in the window (Check to make sure this is the correct student and correct Activity).
- Enter a comment about the edit, if desired.
- Click **OK** when all information has been entered.
- Print this Activity and others by selecting **Print Grade Book** under the *GradeBook* drop-down menu.
- Cycle Student: Checking this option allows continuous entry of Activities for that student.
- Cycle Activity: Checking this option will cycle through all students for this Activity.

Entering Comments

- Highlight the name of the student who is to receive the comment.
- Click the (**Enter Comments**) icon and the *Comment* menu for the selected student will come into view.
- Type in the *User Number* if needed. This is an optional sorting tool that may be used in Grade Book. The number can be changed here. This

number may remain the same all term or it may be changed as the user desires.

- Enter a *Comment* to be included for this student or click the **Lookup** button to select a pre-entered Comment.
  - When the **Lookup** button is clicked, the *Teacher Notes* menu will appear. Choose a Comment and click **Select**, or click **Insert** to add a new Comment to the list.
- Click the *Assign to All Students* box to give the selected Comment to all students in the roster.
- Click **OK** when finished.

Printing Selected Student's Progress Report

- Select a student and click the (**Print Selected Student's Report**) icon.
- **Report Options**: Select the information to include in the report.
  - Select *Picture* to include the student's picture on the report.
  - Select *Teacher Note* to include teacher notes on each report. A *Select a Note* menu will appear after **Print** has been selected. The teacher may then enter a new comment or select from a previously entered note.
  - Select *Parent Signature* to include a line on which a parent can sign.
  - Select *Course Comment* to print a comment that was entered via the **Edit Selected Score** utility.
  - Select *Average Only* to print the course average only- no Activity grades will be included.
  - Select *Total Points* to display the total points earned as well as the total points possible.
  - Select *HR Teacher Name* to include the name of the student's home room teacher.
  - Select *Student Address* to include the student's address on the report.
  - Select *Class Average* to include the student's overall class average on the report.
  - Select *Category Averages* to display Category Averages, if applicable.
  - Select *Letter Grade* to include the average letter grade in the report.
- **Average Filter**: This option should not be used when printing the progress report for a single student. Fields are provided here to allow the user to print progress reports for groups of students whose averages fall within a specified range.
- **Attendance Codes**: Select the attendance codes to include in the report. Use the drop-down arrow to choose *All*, *None*, *Excused* or

Unexcused; individual code types may be clicked to include or exclude them from the report.

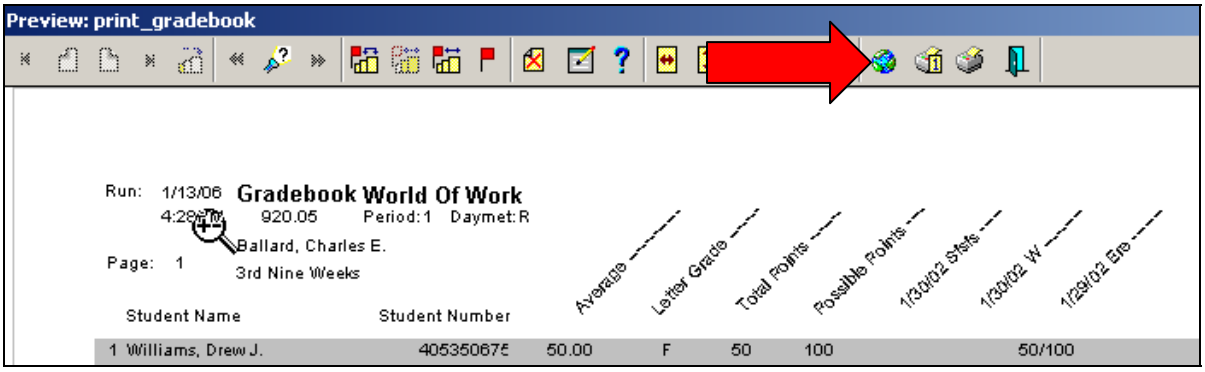
- **Daily Attendance Included**: Check *Yearly* to include daily attendance for the academic year. Check *Grading Period* to include daily attendance for the grading period.
- **Period Attendance**: Check this box to include period attendance in the report.
- **ID to Print**: Use the drop-list to select the type of student ID to print on the report.

Printing Gradebook Information

- Click the (**Print Gradebook**) icon to generate a Grade Book report.

Note: When printing the Grade Book, the user may restrict the report to selected students by choosing a range of names in the student list and using the *Ctrl* or *Shift* keys along with a mouse click (the student names will appear faintly highlighted). Then click the **Print Gradebook** icon. Click **Yes** when prompted to print the grade report for the selected students only.

- View the Print Preview.
- Click the **Printer** icon to print or click the icon to cancel printing.
- Exporting Reports: In the Grade Book *Print Preview*, the user will see a **Globe** icon in the toolbar.



- Click this icon to export the report to an *HTML* or *RTF* file. The user may name the report, select the directory in which the report is to be saved, and indicate whether he/she would like to launch the registered viewer for the file type.

Printing Progress Reports for the Entire Class

- While in Grade Book, select the **Reports** drop-down menu.
- Select **Print Class Progress Reports**. The *Class Progress Report* menu will appear.
- **Report Options**: Select the information to include in the report.
  - Select *Picture* to include student pictures on the report.

- Select *Teacher Note* to include teacher notes on each report. A *Select a Note* menu will appear after **Print** has been selected. The teacher may then enter a new comment or select from a previously entered note.
- Select *Parent Signature* to include a line on which a parent can sign.
- Select *Course Comment* to print a comment that was entered via the **Edit Selected Score** utility.
- Select *Average Only* to print the course average only- no Activity grades will be included.
- Select *Total Points* to display the total points earned as well as the total points possible.
- Select *HR Teacher Name* to include the name of each student's home room teacher.
- Select *Student Address* to include the address of each student on the report.
- Select *Class Average* to include the overall class average on the report.
- Select *Category Averages* to display Category Averages, if applicable.
- Select *Letter Grade* to include the average letter grade in the report.

- **Average Filter**: Check this box to restrict the report to include only students whose averages fall within a specified range. Then enter the low and high ranges in the fields provided.
- **Attendance Codes**: Select the attendance codes to include in the report. Use the drop-down arrow to choose *All*, *None*, *Excused* or *Unexcused*; individual code types may be clicked to include or exclude them from the report.
- **Daily Attendance Included**: Check *Yearly* to include daily attendance for the academic year. Check *Grading Period* to include daily attendance for the grading period.
- **Period Attendance**: Check this box to include period attendance in the report.
- **ID to Print**: Use the drop-list to select the type of student ID to print on the report.

Printing Class Worksheet

Select this option to print a class worksheet in grid format.

- Select up to eight *Activities* to include in the worksheet. Then choose the Report Options to include. Right-click anywhere in the *Activities* list to Select All Activities.
- **Student ID**: Choose whether to print students' *Names*, student *Numbers* or *Both*.
- **Print Lines**: Select whether to print *Vertical* lines, *Horizontal* lines, or *Both*.

- **Single Line per Student**: Check this box to print one line per student.
- **Landscape**: Check this box to print in *Landscape* format (left-right, as opposed to the default format, Portrait, which is orientated up-and-down).
- **No Lines**: Check this box to remove all separating lines from the report. This will make the report look less like a grid.
- Check the respective box(es) to print Student Averages, average Letter Grade, Student Scores, Blank scores only or course Comments.

Printing Missing Grades

- While in Grade Book, select this option under the **Reports** drop-down menu to generate a list of missing grades in order by *Student* or *Activity*.
- **Count 0's as Missing**: Check this option to count any score of zero as a missing grade.

Printing Problems

Some printers print in the normal size and some print in a very small size. There are two probable solutions:

- Go to the *Properties* of the printer and select the *Graphic* tab. Verify that the DPI is either 300 or 600.
- Go to the computer desktop and right-click, then select **Properties** and check **Screen Resolution**. If it is 600\480, change it to 800\600 or vice versa.

If the gray lines print from some printers and do not print from others: This is not an STIClassroom problem. If one computer prints the lines, the program is working. Check the individual computer and verify that all information is in sync under *Properties*.

Viewing a Student's Schedule

- Select the student whose schedule is to be viewed.
- Click the (**Student Schedule**) icon. The student's schedule will appear.
- Click the **Roster** button to view a roster for any class in the student's schedule. Additional information is available for all other students in the roster.

Viewing a Student's Demographic Information

- Select the student whose demographic information is to be viewed.

Note: Teachers must be granted access to demographic information in the Principal's Module in order for this data to be available.

- Click the (**Student Demographics**) icon and the student's demographic data will appear. Alternately, you may double-click on the student's name.
- Click on any tab to view the desired information (*Personal Info*, *School Info*, *Guardian*, etc.).

Viewing a Student's Discipline Information

- Select the student whose discipline information is to be viewed.
- Click the (**Student Discipline**) icon. Any infraction details, notes, supplemental dispositions and/or actions will be listed onscreen.

Viewing Student Test Information

- Select the student whose test information is to be viewed.
- Click the (**Student Tests)** icon and any test details will appear onscreen.

User Records

Select a student in the roster and click the (**User Records**) icon to enter customized student information that has no standard collection method in STIClassroom.

Note: Before any data is entered in **User Records**, certain setup steps must be performed in Principal's Module. For more information, see the STIClassroom Win User Manual.

- The user may select to access user records created in either *Classroom* or *Office*.
- In the *User Records* menu, use the drop-down arrow to select a *Topic*. Then click **Insert** to enter a new record or select an existing record and click **Change** to modify it.
- An *Update Records* menu will appear. Enter the appropriate information in the fields provided and then click **OK** to save.
- To print a User Records report, click the **Printer** icon and set the applicable report parameters:
  - Since the student has already been selected, the *Select Filter* and *Order* fields will be inactive.
  - **ID to Print**: Select the type of student ID to include in the report.
  - **Topic**: Be sure to select the correct *Topic* from the drop-down list. This must be done regardless of which topic is shown onscreen in the *User Records* menu.
  - **Student Name Order**: Select the order in which student names are to appear on the report.

- **Nickname**: Check this box to substitute students' nicknames (as entered in the system) for their first names, where applicable. Students who have no nicknames entered will not be affected.
- **Unlisted Info**: Check this box to include phone and address information that has been designated as *Unlisted* on the report.
- **Heading**: By default, the heading for the report will include the *Topic* name and the word *Report*. However, the user may enter a new heading as desired.

- **Print**: Click this button to generate the report.

Student Attendance

Select a student and click the icon to view an attendance profile for that student.

- Click the **Sort Ascending by Date** button to reverse the order in which the attendance records are listed.

To print this information in report form, click the printer icon in the bottom right corner of the screen and enter the following report parameters:

- **Select Filter** and **Order**: Leave these fields blank. The report will be generated for the selected student only.
- **Report Options**
  - **ID To Print**: Click the drop-down list button at right to select a student ID for use with this report.
  - **Include**: Select the types of information to be printed on this report. For a fuller description of each option, rest the mouse cursor over the text (for example, anywhere in the line that reads *Daily Attendance*) until the popup caption appears.
- **Show Scheduled Period**: If Partial Day codes are in use and this option is selected, the students' absences by scheduled periods (classes) will be shown, rather than the students' attendance periods.
- **Terms**: Check all the terms to include on the report.
- **Summer School**: Check this box to include the summer school term on the report.
- **Codes To Print**
  - **Select**: Use the drop-down arrow to select the types of codes to include in this report.
  - **Manual Selection**: To customize the report, leave the *Select* field blank and highlight individual codes by clicking each one. Only highlighted codes will be included.

When all options have been entered, click **Print** to generate the report.

Seating Chart

Click the (**Seating Chart**) icon to view a seating chart grid for the selected class. By default, students are arranged in alphabetical order from left to right.

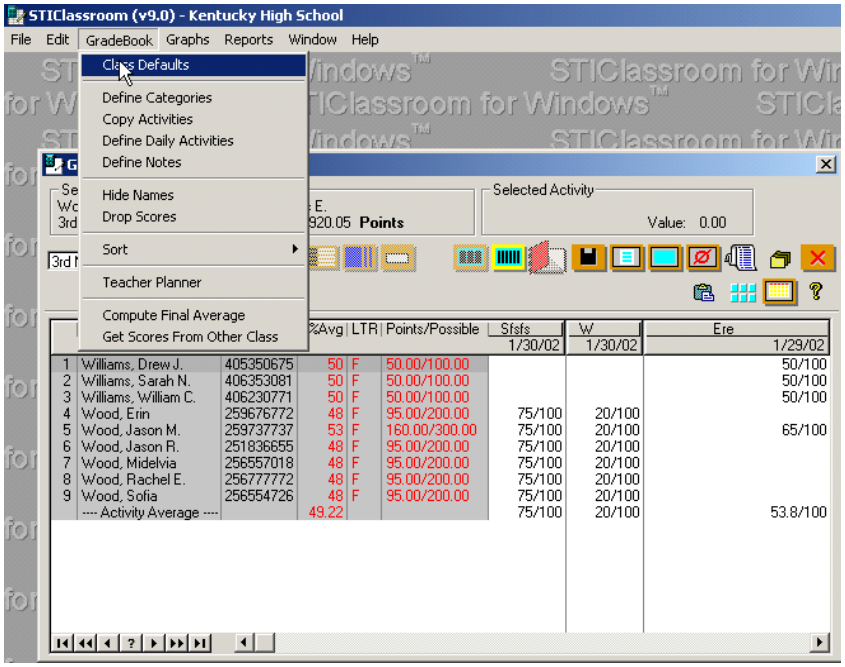
- Use the scroll bar on the right side of the *Seating Chart* menu to navigate up and down the seating chart, if applicable. The scroll bar will not appear if the entire seating chart fits in the menu.
- To move any student, click on the student and drag him/her to another box in the seating chart grid. Click the **Save Changes** button to save any modifications.
- To print the seating chart, click the **Printer** icon.

Viewing the Teacher Planner

- Click the (**Teacher Planner**) icon to enter the Lesson Planner. See "Lesson Planner" on page 25 for details.

GradeBook Drop-down Menu

The **GradeBook** drop-down menu is displayed at the top of the screen whenever Grade Book is open.



The following options are available here:

Class Defaults

Select this option from the drop-down menu to view the *Course Default Edit* menu.

Note: When entering class defaults for the first grading period of a class, the user is given the option of copying those class defaults to all other grading periods in the selected term.

- **Grading Period**: Grade Book displays the most recent grading period here.

- **Course #** - The course and section number for the selected course is displayed here.
- **Average Scale Weight**: To add points to the final averages of all of the students in the selected course, insert the number of points here.
- **Activity Sort Order**: Select whether to sort Activities in *Date Ascending* or *Date Descending* order. Check the *Group by Category* box to group the Activities by Category.
- **Average Method**
    - **Points**: To use the *Points* method for calculating the final course grade in the selected course, check this item. The Points method controls the weighting of Activities based upon the number of points each Activity is worth. Activities with greater weight have a higher point value. The final course average is calculated by totaling the total number of points for a student, and dividing that total by the number of Activities possible.
    - **Average**: To use the *Average* method for calculating the final course grade in the selected course, check this item. The Average method assigns equal weighting to all Activities by assigning a value to each Activity of 100 percentage points. The final course grade is calculated by totaling all averages and dividing by the total number of averages possible.
    - **Category**: To assign weighting to Categories, check *Category (Pts)* or *Category (Av)* as appropriate. All grades in Activities are inflated or reduced based upon the weighting assigned to each Activity category.
    - **Include Previous Grading Periods**: Check this box to include selected *Activities* from all previous grading periods in the current running average. This will allow the user to keep a cumulative average without keeping all Activities in one grading period. When this option is selected, the relevant averaging details (the *Method* and *Weights*) from the current grading period are used. If this option is not selected, only Activities from the current grading period will be included.
- **Include Withdrawn Students**: Check this box to continue to display withdrawn students in the list.
- **Auto Display Current Grading Period**: Check this box to set Grade Book to automatically display the most current grading period on startup.
- **Use Weight Mult on Score Only**: Check this box to force the multiplier to be applied to the score only, rather than to both the score and the value.
- **Print Class Averages On Progress Reports**: Check this box to display the class average for each Activity on student progress reports.
- **Use Grade Translation Table**: Check this box to use the grade translation table when entering grades.
- **Show Nickname Instead of Formal Name**: Check this box to substitute students' nicknames (as entered in the system) for their first names, whenever applicable, in *Grade Book*, *Skills* and *Manual Grade Entry*. Students who have no nicknames entered will not be affected.

- **Display Previous Grading Period Grades**: Check this box to display student averages posted from previous grading periods for the selected course.
- ***Display Total Points**: Check this box to display each student's total points and the number of points possible.
- **Round Displayed Average**: Check this box to display each student's numeric average as a whole number.
- ***Display Letter Grade for Average**: Check this box to display corresponding letter grades next to each student's current average.

Note: *The *Display Total Points* setting is inherited by reports. For example, if the user chooses to display letter grades and possible points in Grade Book, these values will display when the Grade Book, Class Progress and other reports are printed.

- **Skills Scale**: This scale, which is used to calculate marks from activities, will only be displayed if Skills are used. Select the scale that is to be used to calculate skills marks. To view the scale, click the **Ellipsis** button to the right of the drop-down arrow.
- **Comment Entry By**: Select a comment entry preference to use in manual grade entry, if applicable. Choose either comment *Number* or comment *Description*.
- **Averages Updated**: This field displays the most recent date and time on which student averages in the selected class were updated.
- **Grade Posting**: Select up to three grades that will be posted at the end of the current grading period, along with the heading for each grade.

Define Categories

This feature is described in the section "Categories" on page 27.

Copy Activities

Use this utility to copy Activities that have already been entered into one class over to another.

- In the opening Gradebook screen, select the course with no Activities and click the (**Grade Book**) icon. In the *GradeBook* drop-down menu, select **Copy Activities**. The *Copy Activities* menu will appear, with the selected course listed in the *Copy To* field.
- In the *Copy From* field, use the drop-down arrow to select the class from which the Activities are to be copied. All Activities entered for that class will be listed in the lower right window.
- Highlight each Activity that is to be copied and click the **Copy Activity** button, located between the *Copy To* and *Copy From* windows. This button consists of an arrow pointing to the left. All selected Activities should appear in the *Copy To* window, in red font.
- To copy ALL Activities from one class to another, click the **All** button and then click the **Copy Activity** button.

- To undo the **All** selection, click the **None** button- but this must be done before the **Copy Activity** button is clicked; otherwise the user must remove Activities from the *Copy To* field by selecting them and clicking the **Remove Copied Activity** button.

Note: Once Activities have been copied from a class, the user may then select **Auto** when copying Activities from that class to any other class. All the previously copied Activities will become highlighted. The user may then choose to copy all the selected Activities; some of them; or none of them, by using the instructions above.

- Check the *Copy Categories* box to copy categories along with Activities.
- Click the **Save** button to complete the copy procedure.

Define Notes

This utility allows the user to enter notes or comments that may be stored and used over and over again by pasting to a record.

- Go to the drop-down menu and select **Define Notes** under *GradeBook*. The *Define Notes* menu will appear.
- Click the **Insert** button and the *Grade Book Note Edit* menu will appear. Type in the desired comments and click **OK**.
- Repeat the instructions above for each note. The comments will be stored where the teacher may access them for placing on individual records.

Hide Names

Select this option to toggle on/off the display of student names in the Grade Book work area. The user must enter the administrator password to perform this function.

Note: If the **Print Gradebook** command is selected when names are hidden, the Grade Book will be printed with no student names listed.

Drop Scores

This utility allows the user to drop certain scores without having to search through the grade book manually.

- Go to the *GradeBook* drop-down menu and select **Drop Scores**.
- Click on one, two, or all three of the options and STIClassroom will perform the procedure for the class/student that was selected.
- Number of Scores: Select the number of these scores, per student, which are to be dropped.

Sort

This utility gives the user the option of arranging the student names in the class roster in any of the formats listed.

- If *By Random Numbers* is chosen, the names will be displayed in a different order every time the teacher enters the Grade Book.

- If *By Selected Activity* is chosen, the names will be listed in descending order by result of selected activity.

Teacher Planner

This feature is described in the section “Lesson Planner” on page 25.

Compute Final Average

Use this read-only feature (no student data is actually modified) to calculate the grade average that a selected student must maintain to earn a specific final grade. The utility will draw posted grades from previous grading periods while displaying the student's current running *Final Average*. The user would then adjust the *Weight* that is to be given to the previous grades, which will in turn cause the student's *Final Average* to raise or lower. Once the correct *Weight* is set, the *Current Average* may be raised or lowered to view the resulting *Final Average*.

Note: **Compute Final Average** cannot be used until grades have been posted for a grading period prior to the current grading period.

Following are step-by-step instructions for this feature:

- Select a student in Grade Book and then click **Compute Final Average** in the *GradeBook* drop-down menu. The *Calculate Course Average* menu will appear.
- The student's average (*Score*) for the previous grading period will be displayed in the browse box. The weight to be applied to this figure will default to *1.00*; this value may be changed if necessary by clicking in the *Weight* field and manually changing the number. The *Weight* here refers to the weight that will be used when applying the average for this grading period to the *Final Average* for the year.
- Use the spin box to select the correct *Weight* to use for the student's *Current Average* when applying it to the *Final Average* for the year. If a 0 (zero) is entered as the weight for a grade, the averaging formula will be limited to the specific term or semester.
- Exempt Students: A different formula may be created for exempt students. Enter an exempt weight in the *If Exempt* box(es) if desired. Space is also provided to enter *Exempt Marks*, which will indicate when a student is exempt from a grade.
- Use the spin box to adjust the *Current Average* as necessary. The *Final Average* will either raise or lower until it reaches the desired result. Once the *Final Average* has the correct value, the user will know that the grade listed in the *Current Average* field is the minimum grade necessary for the student to achieve the selected *Final Average* for the year.
- When finished, click the **Exit** icon to return to **Grade Book**.

Get Scores from Other Class

This utility is used to move Activities for a selected student from one section of a class to another section, in the event that the student moves (via a schedule change in STIOffice) from one section to the other.

Note: **Get Scores from Other Class** only functions when the selected student has scores in more than one section of the same course.

Perform the following steps to use this feature:

- Select a student in Grade Book and then click **Get Scores from Other Class** in the *GradeBook* drop-down menu. The *Move Scores from Dropped Class* menu will appear.
- Activities from the prior section will appear in the upper browse box of the menu. There are two ways to copy Activities to the new section:
  - To move one Activity at a time, select it in the list and click the **Down Arrow** icon.
  - To move all Activities with matching *Date* and Category descriptions, click the **Auto Move** button.
- Exit when finished.

Graphs Drop-down Menu

The user may print a graph of students' grades while in Grade Book by selecting the **Graphs** drop-down menu and choosing the type of graph to print.

Reports Drop-down Menu

The following reports may be generated here:

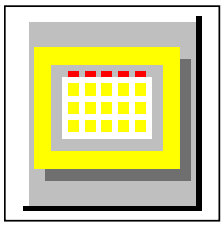
- **Print Gradebook**: See the section "Printing Gradebook Information" on page 13 for information about this report.
- **Print Class Progress Reports**: See the section "Printing Progress Reports for the Entire Class" on page 13 for information about this report.
- **Print Class Worksheet**: Select this option to print a class worksheet in grid format.
  - Select up to eight *Activities* to include in the worksheet. Then choose the Report Options to include. Right-click anywhere in the *Activities* list to **Select All** Activities.
  - Student ID: Choose whether to print students' *Names*, student *Numbers* or *Both*.
  - Print Lines: Select whether to print *Vertical* lines, *Horizontal* lines, or *Both*.
  - Single Line per Student: Check this box to print one line per student.
  - Landscape: Check this box to print in *Landscape* format (left-right, as opposed to the default format, Portrait, which is orientated up-and-down).
  - No Lines: Check this box to remove all separating lines from the report. This will make the report look less like a grid.
  - Check the respective box(es) to print Student Averages, average Letter Grade, Student Scores, Blank scores only or course Comments.

- **Print Missing Grades**: Select this option to generate a list of missing grades by student or activity.
- **Print Student Lesson Plan**: See the section "Printing Lesson Plans" on page 29 for information about this report.

Note: When this report option is chosen here, the lesson plan report will be printed for a selected student only. When the option is chosen via the **Printer** icon in the *Lesson Planner* menu, the report will include the teacher's entire lesson plan (within the parameters of the report options selected).

- **Print User Records**: See the section "User Records" on page 16 for information about this report.

Lesson Planner



This utility provides a fast, efficient means for creating and maintaining lesson plans. The plans are easily entered and accessed.

There are five main sections of the *Lesson Planner* menu:

- The *Lesson Plan Calendar*, in the upper left corner, allows the user to click on any day of the month to view the planner menu for that day. The current date and month is selected by default when the lesson planner is opened, but the user may scroll backward or forward throughout the year. The date selected here will determine other information that the user will see onscreen.
- The *Lesson Plan* browse box, which is the large white field on the upper right side of the menu, displays any lesson plans that have been entered for the selected day. Check the *Weekly* box above this field to display all lesson plans for the week in which the selected day occurs. This setting will be retained between STIClassroom sessions.
- The *Lesson Plan Detail* browse box is located directly below the *Lesson Plan* browse box. Here the user may click on any tab to view details of the selected plan.
- The *Unit or Chapter* browse box, located on the middle left side of the screen below the *Lesson Plan Calendar*, displays the unit or chapter that corresponds with the selected date.
- The *Terms* browse box, located at the bottom left side of the screen below the *Unit or Chapter* browse box, displays the date ranges for all terms comprising the current year. Click on any range to move to the month of the starting date of the term.

Entering Lesson Plan Data

- In the STIClassroom Companion main screen, select the class for which the lesson plans are to be made.
- Click the **Lesson Planner** icon. The *Lesson Planner* screen will appear. This utility may be also accessed within Grade Book.
- Note that the *Course* and *Section* appears in the title bar at the top of the screen. Make sure this information is correct before proceeding.
- Click on the desired day of the month for the lesson plan. STIClassroom defaults to the current date, but plans may be created for any days ahead or for days in the past.
- Click the **Insert** button.
- Check to make sure that the course and date are correct.

- Enter the title of the chapter, unit, or lesson plan in the Unit window.
- Use the cursor and select the tab for the part of the lesson plan that needs input, such as *Objective*.
- After *Objective* has been entered, go to any other tabs as desired. It is not necessary to enter information for all tabs.
- Click **OK** when all data for the lesson plan has been entered and the lesson plan will appear in the screen to the right. Plans are displayed by the week or day, depending on the user's selection.
- Enter other lesson plans for other dates by repeating the above procedures.
- After teaching this lesson, if the objectives have been met, check Objectives Completed, and this plan will become grayed out (to indicate that the lesson was completed) in the window that lists all of the daily plans.
- **Change** or **Delete** a lesson plan by selecting the proper button or either highlighting the lesson plan in the window and right-clicking.

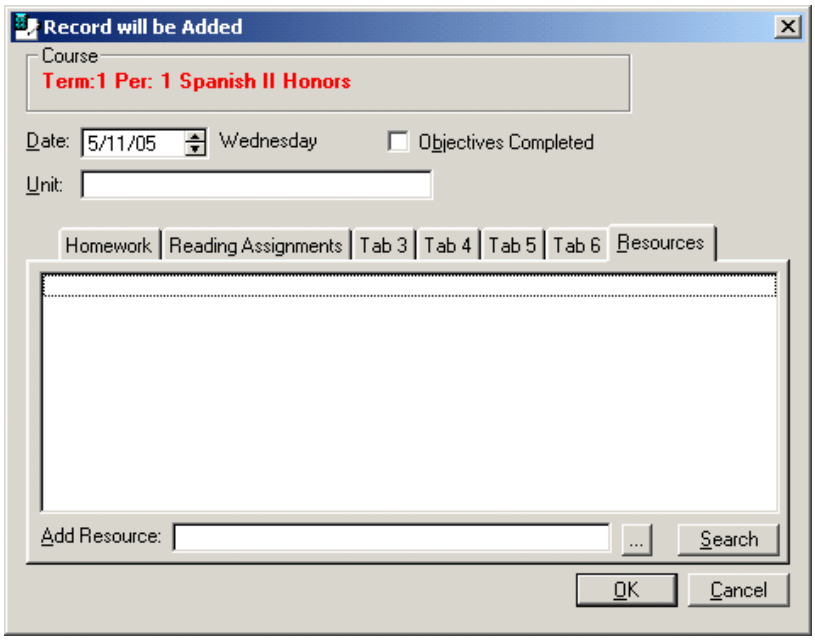
Renaming Tabs in the Lesson Plan Detail Browse Box

Tabs in the *Lesson Plan Detail* browse box may be renamed by the administrator, within the STIClassroom Principal's Module.

Resources Tab

The *Resources* tab was added in the 9.0 update to STIClassroom. This tab is provided to allow teachers to include links to documents or Web sites that involve other resources used in the plan. To use this feature, do the following:

- Click **Insert** and select the *Resources* tab.



- To add a file (such as a Word document, spreadsheet, etc.) as a resource, click the **Search** button and then navigate to the file location on your hard drive or network. Click **OK** and the datapath and file name will appear in the browse box.
- To add another type of resource, such as a Web site address, type it into the *Add Resource* field and click the **Ellipsis** button.
- Resources will be viewable in the Lesson Planner screen. Double-click on the item to open it as a file or Web site.

Terms

This box defaults to the selected term. Selecting a different one will take the user to the month of the starting date of the term.

Selection

- Select a lesson plan from the list and click **Copy** to copy the plan to other classes.
- Select each course to which the plan is to be copied, then click **Apply** when ready to continue.
- The user may also move a lesson plan altogether. Select the plan and click **Move**, then choose the date to which the plan is to be transferred.

Categories

This allows the user to define items within a pre-set Category for inclusion in a lesson plan. The user should highlight the category and insert/define any Activities that fall into its realm. For example, there may be a category called *Assessment* that contains a list of items to use to assess a student's progress, such as *Check Homework, Oral Responses* or *Classwork*. When the teacher builds the lesson plan, she/he can drag the items to the lesson plan being created.

Actions

- **Copy**: This button allows the teacher to copy or move lesson plans from one course to another in any term or from one set of dates to another within the same course.
  - Copy From (term displayed): Check the term displayed here to restrict the list of classes displayed to the current term only. Uncheck the box and all classes for all terms will be displayed.
  - Procedure: This can be either **Copy** or **Move**, whichever the teacher desires. **Move** will completely transfer a plan from one course to another; **Copy** will leave the plan where it is.
  - Course: Highlight the course that is to be copied.
  - Dates: The dates default to the starting and ending dates for the selected term; these may be changed to move one week to another.
  - Set Dates to Selected Week: Check this box to automatically set the date parameters to the current week.
  - Copy To: Select the term to get starting and ending dates or type them in. From and To dates may not overlap. If the number of days in the From and To range differs, the user will be warned and the

procedure will copy/move what it can, either not copying or leaving some dates without plans.

- Copy: When ready to copy/move, select this button.

- **Export**: Lesson plans may be exported for the selected date(s) to a text file. The file may be imported into STIClassroom at a later date, which will allow teachers to re-use a plan from year to year. This file may be saved for archiving and may be viewed with any editor; however, altering the file in any way may cause the file to be unimportable. The filename defaults to an extension of *.LPX* for easy location when importing. Any special characters added to the filename will be removed when the file is exported.
  - The *Export* menu will show the file that the plans will be exported to; the term is for the term of the course from which the plans will be copied; the dates are the dates of the lesson plans that will be copied.
- **Import**: The *Import* menu will show the file from which the plans will be exported; the *Term* refers to the term of the plans; the *Dates* are the dates of the plans. If the number of days in the imported file differs from the date range selected, the teacher will be warned and the utility will import what it can. It will either fail to import all plans or leave some dates without plans.

Editing Lesson Plans

To move a plan, the teacher will only need to change the date on the *Record Will Be Changed* screen that comes up after the **Change** button has been selected. If information exists in any one of the tabs, the tab description will appear in red font.

Right-clicking under any tab will give the teacher a list of options to use to build a plan. Options include *Skills*, *Activities*, and any *Categories* that have been defined. If *Activities* is chosen, for example, the user will get a list of Activities that have been defined for the class in the current term. The user may click-and-drag any item displayed in the list onto any tab of the plan. More than one of these options may be active at one time; the user may leave them open while working on plans.

Note: When Activities are dragged into a lesson plan, the user has the option of including any Skills linked to the Activities.

Viewing Lesson Plans

- Click on the day of the week that lesson plans are needed. The plans for that entire week will be displayed.
- Click on the lesson plan desired, and that plan's *Edit* menu will appear.
- Make any corrections or simply review and click **OK** to return to the main screen.
- Delete the single daily plan by clicking on the **Delete** button.
- Delete all the plans for this course by clicking on the **Delete Plan** button.

Note: Even though a lesson plan for another day or week has been retrieved, only the Unit Title for the current day's lesson plan will be displayed in the bottom-left window.

Printing Lesson Plans

Click the **Printer** icon in the *Lesson Planner* menu to generate a lesson plan report. Then choose from the following report options:

- Enter the *Starting* and *Ending* dates of the date range for the report.
- **Detail Selections and Order**: Each lesson planner tab (*Objectives*, *Activities*, etc.) is listed here, along with a corresponding number. The number determines the order in which the various tabs are to be printed, with *1* being first and *6* being last. Set the value to *0* (zero) to exclude the tab from the report altogether.

Note: Once the order has been defined, it will be retained from session to session on the workstation.

- **Arrange in Columns**: Check this box to print each tab of information (*Objectives*, *Activities*, etc.) in the plan in its own separate column, rather than together down the page.
- **Portrait**: Select this box to print in *Portrait* format rather than *Landscape* format. This determines how the width and length of the text on the report will appear on paper.
- Click **Print** to generate the report.

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